

**MISSISSIPPI AUTHORITY FOR
EDUCATIONAL TELEVISION
d/b/a Mississippi Public Broadcasting**

**FCC EEO
Audit Response
WMAB-FM; ID #43212
and
WMAH-TV; ID # 43197**

Submission Deadline

March 27, 2012

Section 3(a) EEO Public File Access and Reports

The Mississippi Authority for Educational Television's (hereinafter "MAET") web address is www.mpbonline.org

MAET's most recent EEO Public File Report is and remains on this website. One may access the report by scrolling to the bottom of the main page and clicking on "FCC/EEO Public File Report." The report is in a pdf format.

Please find MAET's two (2) most recent EEO Public File Reports attached hereto as Exhibits A-1 (2012 report) and A-2 (2011 report).

Section 3(b) Job-Posting Announcements

MAET has attached as Exhibit B-1 an exhibit of all of the job posting advertisements, including those sent to organizations that sent notification requesting to be notified of unit job openings. Each announcement also refers individuals to MAET's website where a description is made available. Further, find included correspondence with resources.

Section 3(c) Vacancies/Interviewees/Referral Sources

Full-Time vacancy interviewees along with referral source during

January 23, 2010 and January 22, 2011

- 1. Graphic Arts Specialist, II – Seven (7) Interviews**
 - Agency Website – Two (2) Interviewees
 - State Personnel Board – Five (5) Interviewees
- 2. Personnel Officer V – One (1) Interview**
 - Agency Website – One (1) Interviewee
- 3. Broadcast Tech Lead – Five (5) Interviews**
 - Agency Website – Three (3) Interviewees
 - State Personnel Board – Two (2) Interviewees
- 4. Deputy Director – Two (2) Interviews**
 - Agency Website – One (1) Interviewee
 - State Personnel Board Website – One (1) Interviewee
- 5. Administrative Assistant, IV – Five (5) Interviews**
 - Agency Website – Two (2) Interviewees
 - State Personnel Board Website – Three (3) Interviewees
- 6. Graphic Arts Specialist, II – Two (2) Interviews**
 - Agency Website – Two (2) Interviewees
- 7. Projects Officer IV, Special – Three (3) Interviews**
 - Agency Website – Three (3) Interviewees
- 8. Staff Officer I – One (1) Interview**
 - Agency Website – One (1) Interviewee

9. Associate Producer/Director – One (1) Interview

- Agency Website – One (1) Interviewee

10. Projects Officer III, Special – Two (2) Interviews

- Agency Website – One (1) Interviewee
- State Personnel Board Website – One (1) Interviewee

11. Division Director I – Four (4) Interviews

- Agency (MAET) Job Posting – Two (2) Interviewees
- Agency Website – Two (2) Interviewees

12. Project Technician – Two (2) Interviews

- Agency (MAET) Job Posting – One (1) Interviewee
- State Personnel Board Website – One (1) Interviewee

13. Broadcast Technician, Senior – Seven (7) Interviews

- Agency Website – Two (2) Interviewees
- State Personnel Board Website – Five (5) Interviewees

14. Education Specialist – One (1) Interview

- Agency Website – One (1) Interviewee

15. Announcer/Producer I – Eight (8) Interviews

- Agency Website – One (1) Interviewee
- State Personnel Board Website – Seven (7) Interviewees

16. Broadcast Technician Lead – Four (4) Interviews

- Agency Website – One (1) Interviewee
- State Personnel Board Website – Three (3) Interviewees

Full-Time vacancy interviewees along with referral source during

January 23, 2011 and January 22, 2012

- 1. Projects Officer III, Special – Two (2) Interviews**
 - Agency Website – Two (2) Interviewees
- 2. Announcer/Producer II – Three (3) Interviews**
 - State Personnel Board Website – Three (3) Interviewees
- 3. Graphic Arts Specialist II – Four (4) Interviews**
 - Agency Website – One (1) Interviewee
 - State Personnel Board Website – Three (3) Interviewees
- 4. Executive Producer – Five (5) Interviews**
 - Agency Website – Two (2) Interviewees
 - State Personnel Board – Three (3) Interviewees
- 5. Announcer/Producer, Senior – Three (3) Interviews**
 - Corporation for Public Broadcasting (CPB) Website – One (1) Interviewee
 - State Personnel Board – Two (2) Interviewees
- 6. Bureau Director II/COO (Deputy Administrator) – Five (5) Interviews**
 - Agency Website – One (1) Interviewee
 - State Personnel Board Website – Four (4) Interviewees
- 7. Videographer Editor; Position #1 – Seven (7) Interviews**
 - Agency Website – Four (4) Interviewees
 - State Personnel Board – Three (3) Interviewees
- 8. Videographer Editor; Position #2 – Seven (7) Interviews**
 - Agency Website – Four (4) Interviewees
 - State Personnel Board Website – Three (3) Interviewees
- 9. Projects Officer I, Special – Ten (10) Interviews**

- Agency Website – Three (3) Interviewees
 - State Personnel Board – Seven (7) Interviewees
- 10. Executive Producer (External Relations Liaison) – One (1) Interview**
- Agency Website – One (1) Interviewee
- 11. Executive Producer – Five (5) Interviews**
- Agency Website – Two (2) Interviewees
 - Corporation for Public Broadcasting (CPB) Website – Two (2) Interviewees
 - State Personnel Board – One (1) Interviewee
- 12. Broadcast Technician Senior – Two (2) Interviews**
- Agency (MAET) Job Posting – One (1) Interviewee
 - Agency Website – One (1) Interviewee
- 13. Projects Officer IV, Special – Fourteen (14) Interviews**
- Agency (MAET) Job Posting – Two (2) Interviewees
 - Agency Website – Three (3) Interviewees
 - Job Fair – One (1) Interviewee
 - State Personnel Board Website – Eight (8) Interviewees
- 14. Bureau Director II – Three (3) Interviews**
- State Personnel Board Website – Three (3) Interviewees
- 15. Senior Producer/Director – Seven (7) Interviews**
- Agency (MAET) Job Posting – Two (2) Interviewees
 - Agency Website – Three (3) Interviewees
 - State Personnel Board – Two (2) Interviewees
- 16. Executive Director – Fourteen (14) Interviews**
- Agency Website – Three (3) Interviewees
 - Bullhorn Recruiting – Five (5) Interviewees
 - Kinetic Staffing – Six (6) Interviewees
- 17. Accountant Auditor III – Five (5) Interviews**
- State Personnel Board Website – Five (5) Interviewees

18. Projects Officer IV, Special (PR Specialist) – Nine (9) Interviews

- Agency (MAET) Job Posting – One (1) Interviewee
- State Personnel Board Website – Eight (8) Interviewees

19. Staff Officer I – Eight (8) Interviews

- Agency (MAET) Job Posting – Two (2) Interviewees
- State Personnel Board – Six (6) Interviewees

20. Broadcast Technician Lead – Four (4) Interviews

- Agency Website – Four (4) Interviewees

21. Administrative Assistant IV – Five (5) Interviews

- Agency Website – Five (5) Interviewees

22. Projects Officer II, Special – Ten (10) Interviews

- Agency Website – One (1) Interviewee
- State Personnel Board – Nine (9) Interviewees

23. Announcer/Producer I; Position #1 – Four (4) Interviews

- Agency Website – Two (2) Interviewees
- State Personnel Board Website – Two (2) Interviewees

24. Announcer/Producer I; Position #2 – Four (4) Interviews

- Agency Website – Two (2) Interviewees
- State Personnel Board Website – Two (2) Interviewees

Section 3(d) Recruitment Initiatives

The Mississippi Authority for Educational Television (hereinafter "MAET") d/b/a Mississippi Public Broadcasting is authorized by the Mississippi legislature through the State Personnel Board of Mississippi to employ a maximum of 121 personnel. The actual employment rate ranged between 109 and 119 persons during the relevant time period. Currently, MAET's personnel makeup reflects employment of 41% female to 59% males. Minorities account for 32% of the current personnel makeup.

MAET is required to perform four (4) initiatives within a two-year period.

MAET implemented six (6) different recruitment initiatives during the relevant time period; (1) Internship Program, (2) Co-Sponsoring at least one job fair with an organization in the community whose membership includes substantial participation of women and minorities; (3) Participation in at least four job fairs by station personnel with hiring responsibilities; (4) Training program for management-level personnel as to methods of ensuring equal employment opportunity and preventing discrimination; (5) Training programs designed to enable employees to acquire skills to qualify for higher-level positions; and (6) Listing each upper-level opening in a job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities. Finally, as part of training for personnel, MAET affords the opportunity for many staff to attend conferences. Attendees and conference titles are listed below also. Each of these initiatives contains many subcomponent initiatives/activities demonstrating a concerted effort to exceed the minimum requirements of Section 73.2080(c)(2) and (e)(3).

I. MAET's Internship Program.

The opportunity for an internship with MAET is offered to all students enrolled in or recently graduated from an institution of higher learning, regardless of geographic location. Occasionally, the agency will make an exception and allow individuals who are not enrolled in or graduates of an institution of higher learning.

Interested persons can obtain information about MAET's Internship program through varied sources. MAET submitted information about the Internship Program to all universities, junior colleges and community colleges located within the borders of the state of Mississippi, which total seventeen (17) institutions of higher learning. Second, internship information is made available to the public, especially those outside of the state of Mississippi, via the agency's website under the "Careers" link. Third, internship brochures are handed out at each job/internship fair attended by MAET staff. The internships available during the entirety of the relevant time period included the areas of Education, Content, Communications, Technical Services, News and Public Affairs, Radio, and Production. The majority of the internship work falls into the areas of radio and television production, on-air work, copywriting, communications, programming and technical assistance. Other possible internship positions include positions in graphic arts, prop design, contract research and scriptwriting. Upon approval of students' respective institutions of higher learning, students may receive credit for these internships. A midterm and final evaluation has been created by MAET to forward to the intern's respective professor and institution of higher learning.

Because of MAET's prolific and productive Internship Program, key managers in every department are intimately involved with and directly oversee the activities of their respective interns. For example, the Public Relations Director was directly responsible for the activities of Theo Vallas during his internship in the Public Relations Department. Overall, the Human Resources Director retains responsibility for overseeing MAET's Internship Program.

MAET regards these interns as potential future employees of MAET. Accordingly, it is important to MAET that each intern experiences a rich and meaningful learning experience while at the agency.

Listed below are forty (40) interns, along with their collegiate affiliation, during the relevant time period:

Name	College/University	Department
Stedman Ashley	UNC @ Chapel Hill	Radio
Patrick Webb	Hinds Community College (Utica Campus)	Production
Blaine Case	Hinds Community College (Utica Campus)	Production
Brian Arbuthnot	Jackson State University	Production
Walker Sparks	Hinds Community College (Rankin Campus)	Production
Jeremy Terrance	Hinds Community College (Rankin Campus)	Production
Jamilah Vaugh	Jackson State University	Production
Robert (Whit) Evans	Mississippi State University	Production
Andre Chaney	Jackson State University	Production
Cierra Washington	Belhaven University	Production
Nicholas Santos	University of New Orleans	Production
Erin Smith	University of Southern Mississippi	Production
Jessica Coleman	University of Southern Mississippi	Production
Josh Starr		Production
Ethan Rodgers	Belhaven University	News & Public Affairs
Emmanuel Jackson	Hinds Community College	Education
Iris Trussel	Mississippi College	Education
Mea Ashley	Jackson State University	Education
Lloyd Schallenberger	Hinds Community College	Technical Services
Dominique Moore	Jackson State University	Public Relations/ Communications
Theo Vallas	University of Southern Mississippi	Public Relations/ Communications
Dayton Douglass	Hinds Community College	Art
Lura-Elise Gletzer	Millsaps College	Art
Helen Marcantonio	Rollins College	News & Public Affairs
Owen Phillips	Millsaps College	News & Public Affairs

Hannah Saulters	Armand Hammer World College American West	News & Public Affairs
Regan Looser	University of Mississippi	Production
Tony Reed	Tougaloo College	Production
Kayla Turner	Pace University	Production
Gerard Manogin	University of Mississippi	Production
Corey Ellison	University of Mississippi	Public Relations/ Communications
Chandler Ferris	Hinds Community College	Production
Keyairius Hopkins		
Mallory Shields	Hinds Community College	Art
Alla Frank	Mississippi College	Production
Whitney Gilchrist	Millsaps College	Radio
Mary Reid Munford		News & Public Affairs
William Lane	University of Southern Mississippi	Production
Kim Brown	University of Phoenix	Public Relations/ Communications
Stevie Cantrell	Millsaps College	Production

In the Fall of 2011, MAET's intern program branched into the legal field. MAET began accepting one (1) legal extern per semester from American Bar Association accredited Mississippi College School of Law located in Jackson, Mississippi. The Mississippi College School of Law externship program places students in pre-approved legal placements to work directly with an assigned field supervisor. The placements are in a wide variety of non-profit, government, and public interest organizations.

A legal extern is referred through the law school's legal extern class and interns in Support Services for an entire semester. Interested students enroll in the legal extern class through the law school, attend an interview with the professor, and the professor makes a recommendation to MAET based upon grades, interview and interest. The student is exposed to issues dealing with contract negotiation, intellectual property licensing, entertainment contracts, and employment law issues working within federal and state guidelines. The extern must work with the Agency for a minimum of 135 hours per semester, prepare a report for the law school and receive a grade from the agency. The first legal extern began Fall Semester 2011 and another legal intern began in January 2012 for the Spring 2012 Semester. This program is one that MAET hopes to continue with in the future.

List of Legal Interns are listed below:

- Talibah Smith (Fall 2011 Semester) – Mississippi College School of Law
- Erica Wilson (Spring 2012 Semester) – Mississippi College School of Law

II. Job Fairs. Co-Sponsoring at Least One (1) Job Fair in the community whose membership includes substantial participation of women and minorities and participation in job fairs by station personnel with hiring responsibilities

MAET co-sponsored and/or participated in a total of six (6) Job Fairs within the relevant time period. The persons reached via the Job Fair initiative is estimated to be at least 6,590. All supporting documentation for the job fairs is attached and is herein incorporated by reference.

A. *Job Fair #1 – Get STEMulated; October 29, 2010*

MAET co-sponsored Get STEMulated! on October 29, 2010, with approximately 1,200 students in attendance. The goal was to expose underrepresented populations, namely minorities and females, to careers and educational opportunities in science, technology, engineering, and mathematics. This career fair represents part of an educational outreach component of MAET's Canton Community Outreach Project along with MAET's television program *Job Hunter*. MAET invited state agencies, organizations, community colleges and universities, as well as local businesses to a STEM Career Fair to exhibit and demonstrate STEM-related job skills and career paths for students in grades nine through twelve. At the career fair, MAET provided a series of presentations to students on career discovery and development, along with workplace essentials information.

The career fair utilized the MAET television program *Job Hunter*. The *Job Hunter* television program guides viewers through the journey to find careers in advanced manufacturing in Mississippi and seeks to bring together students, educators, and employers to ensure the continuation of Mississippi's manufacturing workforce, to advance the level of production among its workers and to provide skilled workers to Mississippi's growing advanced manufacturing industry. This exciting field guide approach to finding high-tech jobs visits employers along the Gulf Coast and central Mississippi including Northrop Grumman and Laurel Machine and Foundry, as well as community colleges' Centers for Excellence - Gulf Coast Community College, Jones County Junior College, and Pearl River Community College - for hands-on instruction in welding, pipe bending and machining. *Job Hunter* is made possible by funding from the state of Mississippi and support from the Mississippi Manufacturers Association. The Canton Community Outreach Project impacts this community of need by providing resources and collaborating with established agencies currently serving the community.

Timeline Leading up to the Career Fair

Job for MS Graduates Class; Ms. Albertine Nash, teacher

- **October 13: Daring to Dream – Maggie Stevenson**
Session focused on discovering career paths, assessing career interests, and choosing technical schools or colleges/universities

- **October 19: Getting STEMulated! – Rike Sandlin (Intechra, Ridgeland, MS)**
Session focused on learning about real-world jobs related to STEM (Science, Technology, Engineering, and Mathematics)
- **October 21: Making Yourself Marketable – Nikki McCellies**
Session focused on selling yourself with winning resumes and important interview skills and on learning at work
- **October 26: Enhancing Your Communication Skills – Shelia Brown-Robinson**
Session focused on developing effective oral and written communication skills and working with teams and customers
- **October 28: Set-up at Canton High School in preparation for career fair**
- **October 29: Get STEMulated! Career Fair, 9:00am-1:00pm**

Twenty-Seven (27) MAET personnel were involved with this recruitment initiative and are listed below:

- Nikki McCelleis – Deputy Director of Education
- Helen Dukes – Education Administrative Assistant
- BR Aruthnot – Education Specialist
- Melvin Robinson – Director of Instructional Resources
- Margie Banks – MIVN/Education Technician
- Maggie Stevenson – Director of Early Childhood
- Ann Deininger – Projects Officer I, Special
- Kesia Horton – Early Childhood Mentor
- Shelia Brown-Robinson – Early Childhood Mentor
- Tolarrious Washington – Technology Specialist
- Jill Boteler – Education Specialist
- Phyllis Allen – Public Relations Assistant
- Mari Irby – Communications Director
- Gigi Turner – Graphic Arts Specialist, former employee
- Meg Annison – External Relations Liaison, former employee
- Laura Mann – Promotions
- John Lanford – Videographer Producer/Director (since changed job title)
- John Busbice – Sound Technician
- Jennifer Griffin – Education Project Coordinator, former employee
- Kevin Farrell – Assistant Director of Radio
- Jana Brady – Public Relations Specialist, former employee
- Thomas Broadus – Website Manager, former employee
- Teresa Collier – Director of News & Public Affairs
- LaSharne Patton – Traffic Manager

- Margaret McPhillips – Director of Public Relations
- Christy Chamblee – Graphic Arts Specialist
- Byron Johnson – Studio Maintenance Technician

B. Job Fair #2 – Internship Job Fair; November 18, 2010

MAET participated in an internship fair at University of Southern Mississippi on Thursday, November 18, 2010. Approximately thirty (30) students attended. Cindy Neal, Human Resources Director, served as the agency personnel at this event.

C. Job Fair #3 – Tougaloo College (Historically African-American University); February 18, 2011.

MAET participated in a Career Fair at Tougaloo College from 10:00 a.m. until 1:00 p.m. on February 18, 2011. This event allowed representatives from the agency to recruit students for employment and internships. Approximately forty (40) students attended. Cindy Neal, Human Resources Director, and Ryanne Duffie Saucier, Deputy Director of Support Services and Contracts, were the agency personnel at this event.

D. Job Fair #4 – Jackson Medical Mall; February 24, 2011

MAET participated in the Jackson Medical Mall Foundation's 2011 "Fresh Start" Career & College Fair on February 24, 2011, from 10:00 a.m. until 2:00 p.m. at the Jackson Medical Thad Cochran Center. Approximately 1,000 job applicants attended. Cindy Neal, Human Resources Director, and Adrienne Wessler, Marketing, were the agency personnel involved in this event.

E. Job Fair #5 – Mississippi Employment Expo; March 22, 2011

MAET participated in the Mississippi Employment Expo (Governor Haley Barbour's Job Fair Network of Mississippi) on March 22, 2011, at the Mississippi Trademark in Jackson, Mississippi. The Governor for the State of Mississippi opened this free Job Fair to any citizen of Mississippi. The statewide event attracted job seekers from the general public as well as university, college and community college graduates and military veterans. More than 4,000 job applicants attended and attendees came from all corners of Mississippi. Cindy Neal, Human Resources Director, Ryanne Duffie-Saucier, Deputy Director of Support Services and Contracts and Adrienne Wessler, Marketing, represented the agency during the entire event. Because of the scope and size of this job fair, MAET had a management representative from each department to contribute throughout the entirety of the event.

MAET personnel involved in this initiative are listed below:

- 9:00 a.m. Roy Davis – Director of Studio Operations
- 10:00 a.m. Nikki McCelleis – Deputy Director for Education
- 11:00 a.m. Jason Klein – Director of Radio

- 12:00 p.m. Teresa Collier – Director of News and Public Affairs
- 1:00 p.m. Shirley Mixon – Director of Programming
- 2:00 p.m. Mari Irby – Director of Communications

F. Job Fair #6 – United Way Job Fair; September 28, 2011

MAET participated with the non-profit United Way office in Jackson for the “Success Starts Now Summit” on September 28, 2011, from 9:00 a.m. until 1:00 p.m. at the Jackson Medical Mall. MAET internship brochures were distributed to over 320 students. Cindy Neal, Human Resources Director, Nikki McCelleis, Deputy Director of Education, and Sharon Person, Director of Outreach & Grants, were the agency personnel involved in this recruitment initiative.

G. Job Fair #7 – Mississippi College; February 7, 2012

While not within the EEO Reporting period, MAET registered to attend the Mississippi College Career Services Fair on the campus of Mississippi College in Clinton to take place on February 7, 2012. MAET did *register* for this job fair event within the reporting period on Tuesday January 24, 2012.

III. Training Programs for Personnel

The training program available to various level employees at MAET is an ever-changing, diverse and organic program, in part, according to what the Mississippi State Personnel Board mandates and/or offers to state employees. The Mississippi State Personnel Board is the state agency that oversees and sets human resource guidelines for all state agencies to follow. These guidelines entail among other things training of management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. MAET also conducted in-house/cross-training sessions open to all personnel and taught by employees with expertise in the chosen topic that were designed to enable employees to acquire skills to qualify for higher-level positions. With the exception of the Sensitivity/Title VII Training, all in-house training programs were on a volunteer basis. The Sensitivity/Title VII Training was mandatory for all personnel. Supervisors were encouraged to make allowances for attendance to the in-house training if an employee so desired. Finally, MAET provides the opportunity and financial support for varied personnel to attend conferences in order to continue their training. All the training listed is essential to state employees acquiring the skills necessary to qualify for higher-level positions and advancement within MAET. Documentation verifying the training sessions is attached and is herein incorporated.

Below are the training programs conducted by the Mississippi State Personnel Board during the relevant period outside of the Agency, which attendance is mandatory to some employees:

- A. Basic Supervisory Course – 13 Persons
- B. Certified Public Manager Program – 3 Persons
- C. Performance Development System – 33 Persons

Below are the training programs conducted in-house by MAET during the relevant period:

- D. Contracts – 24 Persons
- E. Grant Writing 101 – 24 Persons
- F. Microsoft Outlook – 29 Persons
- G. PowerPoint Presentations – 24 Persons
- H. Adobe Photoshop – 11 Persons
- I. Sensitivity Training/Title VII Training – 107 Persons

A. *Basic Supervisory Course*

During the period covered by the EEO Report, thirteen (13) employees completed the Basic Supervisory Course provided by the Mississippi State Personnel Board. This program is designed to provide information and skill development to supervisors on the fundamentals of supervising people, programs in government and the relevant legal guidelines that drive employment and retention. Descriptions and curricula of this course are attached. A list of supervisors/MAET personnel who attended during the relevant period are listed below:

- Patty Davis – Projects Officer IV, Special, former employee
- John Lanford – Videographer Producer/Director (transferred to another position)
- Maggie Stevenson – Director of Early Childhood
- Margaret McPhillips – Director of Public Relations
- Keith Bliven – Senior Producer/Director
- Jarvis Blackmon – Lead Systems Director
- Paul Moore – Chief Financial Officer
- Edie Greene – Assistant Director of Production
- Cindy Neal – Director of Human Resources
- Mari Irby – Director of Communications
- Melvin Robinson – Director of Instructional Resources
- Jeremy Burson – Videographer Producer/Director
- Jason Klein – Director of Radio

B. *Certified Public Manager Program*

Another prominent management program offered to supervisors at MAET is Mississippi's Certified Public Manager Program, a member of the National Certified Public Managers' Consortium. This program is designed to develop and enhance professional competency in the field of public management. Descriptions and curricula of this course are attached. Two (2) employees received reinstatement during the State Personnel Board's Amnesty Month in August 2011 and continued working to complete the training program. MAET has one (1) employee enrolled in Level I of the training program. A list of employees is listed below.

- Nikki McCelleis – Director of Education (CPM Level III)

- Debbie Fyke – Director of Accounting (CPM Level IV)
- Maggie Stevenson – Director of Early Childhood (CPM Level I)

C. Performance Development System

Performance Development System (PDS) training seminars were held on-site and facilitated by a representative from the Mississippi State Personnel Board. This training was mandatory for any person who supervised at least one (1) other person. This is a new competency based system which assesses an employee's performance as either successful or unsuccessful and provides employees with a plan that fosters individual employee development, based upon strengths of the individual and non-discriminatory factors. The training sessions were on the dates of March 29, March 30 and March 31, 2011 from 9:30 a.m. until 4:00 p.m. each day. An employee listing for all three days is below:

March 29, 2011

- Jason Klein – Director of Radio
- Mike Duke – Director of Radio Reading Services
- Stuart Carl – Master Control Director
- Cy Vance – Director of Technical Services
- Jeremy Burson – Videographer Producer/Director
- Taiwo Gaynor – Sound Technician Director
- Edie Greene – Assistant Director of Production
- Scott Bradfield – Promotions Director
- Teresa Collier – Director of News & Public Affairs
- Paul Miller – Mobile Unit Director
- Mari Irby – Director of Communications

March 30, 2011

- Maggie Stevenson – Director of Early Childhood
- Melvin Robinson – Director of Instructional Resources
- Luke Arrington – Property Director
- Roy Davis – Director of Studio Operations
- Eddie Bunkley – Studio Maintenance Director
- Margaret McPhillips – Director of Public Relations
- Scott Colwell – Director of Production
- Key Ivy – Executive Producer
- Shirley Mixon – Director of Programming
- Denise Miller – Executive Secretary, former employee
- Karen Wing – Graphic Design Manager

March 31, 2011

- Nikki McCelleis – Deputy Director of Education
- Sharon Person – Director of Outreach & Grants
- Jerry Ladd – Director of Remote Sites
- Ryanne Duffie Saucier – Deputy Director of Support Services & Contracts

- Jarvis Blackmon – Lead Systems Administrator
- Jack Thomas – Staging Supervisor
- Katie Savage – Senior Producer/Director
- Adam Chance – Production Center manager
- Kenny Sullivan – Production Design Manager
- Jay Woods – Chief Operations Officer, former employee
- Terry Stenzel – Radio Technician

Additional training for the Performance Development System took place on June 29, 2011, from 9:30 a.m. until 11:30 a.m. for any supervisor who wanted additional instruction. Cindy Neal, Director of Human Resources, conducted the second hands on training. On October 26, 2011, a third and final hands on training took place. State Personnel Board representative, Julia Summers, conducted this training from 8:30 a.m. until 10:00 a.m. and 10:05 a.m. until 11:35 a.m.

D. Contracts

Contracts training was held on November 3, 2011, and instructed by Ryanne Duffie Saucier. (Deputy Director Contracts and Support Services) with twenty-four (24) employees attending. The class focused on the internal contracts procedure for the agency via lecture and PowerPoint presentation. Particular time was spent on the justification of selected vendor portion and the selection of contract workers. Attendees were encouraged to “cast a wide net” when obtaining quotes from potential vendors/contract workers. Attendees were also encouraged to utilize fellow state agency, Mississippi Development Authority’s, web portal for the location of female and minority owned vendors in order to solicit a quote. The PowerPoint presentation remains on the agency’s internal storage device and remains accessible to all employees at any time. A list of employees is below.

- Helen Dukes
- Key Ivy
- Chris Bufkin
- Ezra Wall
- Kevin Farrell
- Reanetta Brown
- Karen Hearn
- Teresa Collier
- Keith Bliven
- Scott Colwell
- Katie Savage
- Edie Greene
- Roy Davis
- Debbie Fyke
- Scott Bradfield
- Martha Johnson
- Taiwo Gaynor

- Pamela Hughes
- Millard O'Baner
- Jason Klein
- Shirley Mixon
- Luke Arrington
- Judy Thames
- Crystal Thomas

E. Grant Writing 101

Grant Writing 101 was offered from 10:00 a.m. until 11:00 a.m. and 2:00 p.m. until 3:30 p.m. on December 13, 2011. Grant Writing 101 introduced participants to the basics of grant proposals and provided helpful hints/tips, useful grant websites and sample documents. A grant writing binder was provided to all participants. Nikki McCelleis (Deputy Director of Education), Sharon Person (Director of Outreach and Grants) and BR Arbuthnot (Education Specialist) were the main instructors. In addition, Debbie Fyke (Director of Accounting) and Reanetta Brown (Grants Manager) discussed the Business Services involvement with grants, and Ryanne Duffie Saucier (Deputy Director of Support Services & Contracts) discussed the legal aspects of grants. A list of employees is found below.

- | | |
|-------------------|-------------------|
| • Kevin Farrell | • Shelia |
| • Mari Irby | Brown Robinson |
| • Pamela Hughes | • Teresa Collier |
| • Yvette Williams | • Ezra Wall |
| • Lisa Parker | • Margie Banks |
| • CJ Burks | • Laura Mann |
| • Edie Greene | • Amber Hartfield |
| • Chris Bufkin | • Mike Duke |
| • Reanetta Brown | • Debbie Fyke |
| • Debbie Fyke | • Talibah Smith |
| • Cindy Neal | • Ellen Bourdeaux |
| • Betty Taylor | • Nancy Perkins |
| • Carole King | |

F. Microsoft Outlook

Microsoft Outlook cross-training was offered from 9:00 a.m. until 10:30 a.m. and 2:00 p.m. until 3:30 p.m. on January 11, 2012. This class covered the basics of Microsoft Outlook. Training included the topics of use of calendar, out of office assistant, setting up your signature, toolbars, creating folders/organizing, and contact list. Jarvis Blackmon (Lead Systems Administrator) served as the instructor. A list of employees is below.

- | | |
|------------------|------------------|
| • Cindy Neal | • Pamela Hughes |
| • Andy Caston | • Regenia Sulton |
| • Luke Arrington | • Carole King |

- Helen Dukes
- Cherita Brent
- Eddie Bunkley
- Katie Savage
- Terry Stenzel
- Scott Colwell
- Key Ivy
- CJ Burks
- Deyanna Jenkins
- Ronnie Agnew
- Jack Thomas
- Ann Deininger

- Charles Lamberth
- Phyllis Allen
- Martha Johnson
- Jonas Adams
- Nikki McCelleis
- Teresa Collier
- Nancy Perkins
- Shirley Mixon
- Scott Bradfield
- Ellen Bourdeaux
- Jerry Ladd

G. PowerPoint Presentations

PowerPoint Presentations was offered from 9:00 a.m. until 10:30 a.m. and 2:00 p.m. until 3:30 p.m. on January 18, 2012. This cross-training class covered the basics of PowerPoint presentations. Additional training included the layout, images/clip art, sizing, adding/deleting slides, adding sound, as well as many other common features. A list of employees is below.

Lisa Parker, Communications Coordinator for Education, instructed attendees.

- Katie Savage
- Deyanna Jenkins
- Pamela Hughes
- Regenia Sutton
- Debbie Fyke
- Terry Stenzel
- Ann Deininger
- LaSharne Patton
- Carole King
- CJ Burks
- Ronnie Agnew
- Ellen Bourdeaux

- Judy Thames
- Eddie Bunkley
- Glenroy Smith
- Johnnie Rockett
- Martha Johnson
- Teresa Collier
- Nancy Perkins
- Shirley Mixon
- Myrtle Hairston
- Laura Mann
- Reanetta Brown
- Cindy Neal

H. Adobe Photoshop

Adobe Photoshop was offered 9:00 a.m. until Noon and 1:30 p.m. until 4:30 p.m. on February 9, 2012. This class served as an introduction to Photoshop designed to help employees prepare photos for MAET's new website. The class covered the introduction to design and photo re-cropping. The class also discussed where video and graphics meet. This particular class was a beginner class for those employees who utilize Photoshop for MAET's projects/website. Frank

Cocke (Animation Producer) and Scott Colwell (Director of Production) instructed class participants. A list of employees is below.

- CJ Burks
- Jenny Wilburn
- Alla Frank
- Scott Bradfield
- Bill Ellison
- Jack Thomas
- Kevin Farrell
- Ezra Wall
- Jonas Adams
- Keith Bliven
- Teresa Collier

I. Sensitivity Training/Title VII Training

All staff members attended a mandatory seminar titled Sensitivity Training held on Tuesday, September 27, 2011, from 3:00 p.m. until 5:00 p.m. The choice was made to label the training "Sensitivity Training," but the subject matter was Title VII of the Civil Rights Act of 1964, with particular focus on discrimination and the varied forms it may take in the workplace. The seminar content consisted of general policy against sexual harassment, sensitivity training, workplace bullying and professionalism. MAET contracted with The Counseling Center for the Employee Assistance Program, and Criss Lott, Ph.D. was the representative who conducted the seminar. A list of the employees in attendance is located below. The entire email correspondence and attendance sheet are attached. A list of employees is below.

- Ronnie Agnew
- Phyllis Allen
- BR Arbuthnot
- Luke Arrington
- John Arthur
- Margie Banks
- Steve Barr
- Jarvis Blackmon
- Keith Bliven
- Ryan Bohling
- Jill Boteler
- Ellen Bourdeaux
- Scott Bradfield
- Thomas Broadus
- Karen Brown
- Chris Bufkin
- Eddie Bunkley
- Jeremy Burson
- John Busbice
- Kaye Campbell
- Stuart Carl
- James Carmack
- Bobby Carruthers
- Christy Chamblee
- Adam Chance
- Daniel Cherry
- Lawayne Childrey
- Frank Cocke
- Jessica Coleman
- Teresa Collier
- Scott Colwell
- Bryce Cornatzer
- Roy Davis
- Ann Deininger
- Donnie Driskell
- RYANNE
Duffie-Saucier
- Mike Duke
- Helen Dukes
- Bill Ellison
- Randy Evans
- Kevin Farrell
- Debbie Fyke
- Taiwo Gaynor
- Joey Gibson
- Annie Gilbertson
- Ray Green

- Edie Greene
- Myrtle Hairston
- Terry Hartley
- Karen Hearn
- Jeffrey Hess
- Keri Horn
- Keisa Horton
- Pamela Hughes
- Mari Irby
- Key Ivy
- Deyanna Jenkins
- Byron Johnson
- Martha Johnson
- Carole King
- Jason Klein
- Jerry Ladd
- Charles Lamberth
- Clark Lee
- Laura Mann
- Nikki McCelleis
- Dave McDavid
- Lon McLaurin
- Margaret McPhillips
- Paul Miller
- Shirley Mixon
- Paul Moore
- Melvin Myles
- Glen Naramore
- Cindy Neal
- Lisa Parker
- LaSharne Patton
- David Perkins
- Nancy Perkins
- Sharon Person
- Don Pickett
- Melvin Robinson
- Sheila Brown-Robinson
- Clarence Robson
- Katie Savage
- Earnest Seals
- Scott Secrest
- Melanie Smith
- Kenny Sullivan
- BJ Taylor
- Judy Thames
- Cris Thomas
- Jack Thomas
- Jessie Tribune
- Larry Uelmen
- Cy Vance
- Ezra Wall
- Tolarrious Washington
- Melissa Webster
- Greg Wells
- Sam Wells
- Adrienne Wessler
- Jay White
- Jenny Wilburn
- Yvette Williams
- Karen Wing
- Jay Woods

J. Conference Attendance of Personnel

During the relevant period, the agency sent many employees, specifically management, to various conferences with the goal of increasing their knowledge basis. These conferences provided professional development, continuing education and networking opportunities. A list of the employees along with the conferences/seminars/training they attended during the relevant period is below.

Administration

Ryanne Duffie Saucier - Deputy Director for Support Services & Contracts

- Attorney General's Continuing Legal Education (CLE) presented by the Attorney General's Office of Mississippi – July 2010 and July 2011
- Employment Law Update in Mississippi Continuing Legal Education (CLE) presented by University of MS Law School – June 2011
- Public Broadcasting Service (PBS) Conference – May 2011
- Intellectual Property Continuing Legal Education (CLE) – Summer 2011

Cindy Neal - Director of Human Services

- Mississippi Association of Colleges and Employers (MACE) – July 21-22, 2011
- Mississippi Association of Personnel Administrators (MAPA) – October 2010 and 2011

Programming Dept.

Shirley Mixon - Director of Programming

- Public Broadcasting Service (PBS) Showcase – May 2010
- British Broadcasting Corporation (BBC) Showcase – October 2010
- British Broadcasting Corporation (BBC) Showcase – October 2011

Sam Wells - Programming & POD Manager

- British Broadcasting Corporation (BBC) Showcase – October 2011

Radio Dept.

Jason Klein - Director of Radio

- Public Radio Programming Conference – September 19-23, 2011

Production Dept.

Scott Colwell - Director of Production

- Public Broadcasting Service (PBS) Techcon Conference – April 2011
- National Association of Broadcasters (NAB) Tradeshow – April 2011

Public Relations Dept.

Margaret McPhillips - Director of Public Relations

- Public Broadcasting Service (PBS) Annual Meeting – May 16-19, 2011

Mari Irby - Director of Communications

- Pine Belt Chapter of the Public Relations Association of Mississippi's *Associated Press Style and Writing Workshop* – August 9, 2011

Thomas Broadus - Business Systems Analyst I, former

- Pub Camp sponsored by CPB, NPR & PBS – October 2010
- Public Broadcasting Service (PBS) Interactive, Station Advisory Council – November 2010
- SXSW, panelist – May 2011
- Public Broadcasting Service (PBS) Annual Meeting – May 16-19, 2011

- Pine Belt Chapter of the Public Relations Association of Mississippi's *Associated Press Style and Writing Workshop* – August 9, 2011
- Public Broadcasting Service (PBS) Advisory Council – November 2011
- Public Broadcasting Service (PBS) Interactive, Advisory Council, officiated as chairman – December 2011

Jana Brady - Public Relations Specialist, former

- Public Broadcasting Service (PBS) Annual Meeting – May 16-19, 2011
- Pine Belt Chapter of the Public Relations Association of Mississippi's *Associated Press Style and Writing Workshop* – August 9, 2011

IT Dept.

Kevin Cornell - Network Administrator

- VMware Install
- Configure
- Maintenance

Randy Evans - Network Administrator

- A++ Class

Business Services Dept.

Paul Moore - Chief Financial Officer

- Public Media Business Association (PMBA) – May 30 – June 3, 2011
- Corporation for Public Broadcasting (CPB) Workshop – December 1-2, 2011

Debbie Fyke - Director of Accounting

- State Board of Public Accountancy Updates & Ethics In Accounting – September 8, 2011
- Association of Government Accountants – Citizen Centric Reporting – November 10, 2011

Pamela Hughes - Payroll & Special Projects Accountant

- Mississippi Association of Personnel Administrators(MAPA) – October 2010 & 2011

Judy Thames - Purchasing Director

- Grants Writing Workshop – April 26-27, 2010
- Award/Contract Interface training – April 20, 2010
- MAGPPA Conference – October 24-26, 2011

Luke Arrington - Property Director

- Protégé 8 training – January 26, 2010

Charles Lamberth - Property Assistant

- OSHA Compliance Seminar – June 10, 2011

News and Public Affairs Dept.

Teresa Collier - Director of News & Public Affairs

- Public Radio Programming Annual Conference – September 20-24, 2010
- National Emergency Manager's Conference – October 18-19, 2010
- Public Broadcasting Service (PBS) Annual Meeting – May 16-19, 2011
- Public Radio Programming Conference – September 19-23, 2011

Lawayne Childrey - State Reporter

- National Public Radio (NPR) Training Conference – September 16, 2011

Annie Gilbertson - Education Reporter

- Southern Education Desk Workshop – social media training and work – shopped stories with NPR editors - June 23-24, 2011
- National Public Radio (NPR) – Work-shopped stories and voice trainings with NPR as well as attended education research lectures - November 30-December 1, 2011
- Mississippi Early Childhood Association (MSECA) – October 12-14, 2011

Daniel Cherry - State Reporter

- National Public Radio (NPR) training – Improving reporting techniques and learned about pitching local news stories to the national network - May 16-17, 2011

Rhonda Miller - Gulf Coast Reporter

- The Changing Face of America: Immigration from the Ground Up Conference – An intensive institute for journalists co-sponsored by the University of California's Graduate School of Journalism and UC School of Law on the UC Berkley Campus – November 13-17, 2011

Education Dept.

Nikki McCelleis - Deputy Director for Education

- ISTE/NECC National Education Computing Conference – June 26, 2011
- Mississippi Association of School Counselors – November 1-4, 2011
- Hands On Educational Forum – June 13, 2010
- E-Learning Partners Meeting – April 27-28, 2010
- Mississippi Association of School Administrators – April 17-19, 2011 & October 16-18, 2011
- Mississippi Dropout Prevention Conference – August 30-September 1, 2011
- Mississippi Education Computing Association - February 7-9, 2011

Melvin Myles - MIVN/Education Technician

- ISTE/NECC National Education Computing Conference – June 26, 2011
- Natchez Education Conference - June 6-8, 2011

Sharon Person - Director of Outreach & Grants

- Mississippi Association of School Counselors – November 1-4, 2011
- Mississippi Association of School Administrators – April 17-19, 2011 & October 16-18, 2011
- Mississippi Dropout Prevention Conference – August 30-September 1, 2011
- Mississippi Education Computing Association - February 7-9, 2011

Melvin Robinson - Director of Instructional Resources

- Mississippi Association of School Counselors – November 1-4, 2011
- Mississippi Association of School Administrators – April 17-19, 2011 & October 16-18, 2011
- Mississippi Dropout Prevention Conference – August 30-September 1, 2011
- Mississippi Education Computing Association - February 7-9, 2011
- Mississippi Council for Social Studies Fall Conference - October 18, 2011
- Natchez Education Conference - June 6-8, 2011
- E-Learning Partners Meeting - May 17-18, 2011
- Oakley Training School e-Learning Presentation - October 14, 2011
- Woolfolk Middle School e-Learning Presentation - November 1, 2011
- Creating Futures through Technology - March 2-4, 2011
- KET Multimedia Utilization Conference - February 21-22 2011

CJ Burks - Producer

- Mississippi School Health Conference – November 1-4, 2011

Lisa Parker - Communications Coordinator for Education

- Mississippi School Health Conference – November 1-4, 2011

Maggie Stevenson - Director of Early Childhood

- Mississippi Early Childhood Conference – April 4, 2011
- Public Broadcasting Service (PBS) Technology Conference/NAB Show – April 7-13, 2010
- SMEC Dr. Ray Reutzel Workshop – August 24, 2010
- Mississippi Early Childhood Association (MSECA) – October 6-8, 2010 & October 12-14, 2011
- National Educational Telecommunications Association (NETA) – October 18-20, 2011
- Mississippi Council for Social Studies Fall Conference - October 18, 2011

Ann Deininger - Projects Officer I, Special

- Mississippi Early Childhood Conference – April 4, 2011

- SMEC Dr. Ray Reutzel Workshop – August 24, 2010
- Mississippi Early Childhood Association (MSECA) – October 6-8, 2010 & October 12-14, 2011
- Seven Habits of Highly Effective People (State Personnel Board) – March 22-23, 2011

Deyanna Jenkins - Early Childhood Mentor

- Mississippi Early Childhood Conference – April 4, 2011
- SMEC Dr. Ray Reutzel Workshop – August 24, 2010
- Mississippi Early Childhood Association (MSECA) – October 6-8, 2010 & October 12-14, 2011
- Seven Habits of Highly Effective People (State Personnel Board) – March 22-23, 2011
- National Association for the Education of Young Children (NAEYC) – November 2-5, 2011
- Mississippi Reading Association (MRA) – December 4-6, 2011

Kesia Horton - Early Childhood Mentor

- Mississippi Early Childhood Conference – April 4, 2011
- SMEC Dr. Ray Reutzel Workshop – August 24, 2010
- Mississippi Early Childhood Association (MSECA) – October 6-8, 2010 & October 12-14, 2011
- Seven Habits of Highly Effective People (State Personnel Board) – March 22-23, 2011
- National Association for the Education of Young Children (NAEYC) – November 2-5, 2011

Shelia Brown-Robinson - Early Childhood Mentor

- Mississippi Early Childhood Conference – April 4, 2011
- SMEC Dr. Ray Reutzel Workshop – August 24, 2010
- Mississippi Early Childhood Association (MSECA) – October 6-8, 2010 & October 12-14, 2011
- Seven Habits of Highly Effective People (State Personnel Board) – March 22-23, 2011
- National Association for the Education of Young Children (NAEYC) – November 2-5, 2011
- Mississippi Reading Association (MRA) – December 4-6, 2011

Tollarrious Washington - Technology Specialist

- Mississippi Early Childhood Conference – April 4, 2011
- Seven Habits of Highly Effective People (State Personnel Board) – March 22-23, 2011
- Mississippi Early Childhood Association (MSECA) – October 12-14, 2011

Margie Banks - MIVN/Education Technician

- Mississippi Association of School Administrators – April 17-19, 2011
- Mississippi Education Computing Association(Jackson) - February 7-9, 2011
- Natchez Education Conference - June 6-8, 2011

Jill Boteler - Education Specialist

- Mississippi Association of School Administrators – April 17-19, 2011
- Mississippi Education Computing Association (Jackson) - February 7-9, 2011
- E-Learning Partners Meeting - May 17-18, 2011

IV. Listing of each upper-level opening in a job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities.

MAET had numerous upper-level openings during the referenced period. With the exception of those searches noted in response to Section 3(g) that relied exclusively on agency posting, upper-level openings were listed with at least one job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities. Specifically, openings were variously listed with the Mississippi Association of Broadcasters (MAB) and the Alabama Broadcasters Association.

Section 3(e) Complaints

A. January 22, 2008 – Valerie Leigh Tapley

1. *Description.* Tapley began her employment with MAET on July 17, 2006. She was hired by MAET's Executive Director at the time, Marie Antoon. She held the position of Senior Producer/Director. She was a probationary employee and could be terminated for any non-discriminatory reason during the first year of employment.

In late February or early March of 2007, Antoon met with Jay Woods, MAET's Human Resources Director at the time, and agreed that Tapley's employment with MAET would be terminated. On March 5, 2007, Tapley met with Teresa Collier, MAET's News and Public Affairs Director and Tapley's Direct Supervisor, along with Woods. The purpose of the meeting was to inform Tapley that she was not meeting the performance standards required by her position as a member of the News and Public Affairs Department. She was given the opportunity to resign, which she agreed to do.

Tapley asserted claims of race discrimination pursuant to Title VII of the Civil Rights Act of 1964, constructive discharge, intentional infliction of emotional distress and punitive damages.

2. *Names of Complainant and other persons involved.*

- a. Valerie Leigh Tapley, Plaintiff
- b. Tapley's attorneys, Louis Watson, Jr. and Nick Norris
- c. The Mississippi Authority for Educational Television d/b/a Mississippi Public Broadcasting
- d. Marie Antoon, Former Executive Director
- e. Teresa Collier, News and Public Affairs Director
- f. Attorney for MAET, Peter Cleveland, Special Assistant Attorney General

3. *Date complaint was filed.* January 22, 2008

4. *Court or Agency before which it was resolved.* United States District Court for the Southern District of Mississippi

5. *File or Case Number.* 03:08cv220 HTW-LRA

6. *Disposition.* The case settled February 27, 2012, without any designation of liability or wrongdoing on behalf of MAET.

B. May 1, 2009 – Robin B. Robertson

1. *Description.* Robin Robertson began working with MAET as a contractual worker in July of 1971. Over the course of nineteen (19) years, he was employed by MAET two different times. From 1971 to 1973, his first round of employment, he received three (3) promotions with monetary compensation. He resigned in 1974 and was hired again by the Agency in 1985. When he was hired in 1985, he started at a significantly higher salary than when he resigned in 1974. During his second round of employment, he received three (3) promotions with monetary compensation. Over the course of his cumulative seven (7) years of employment, he received six (6) promotions with monetary compensation. He resigned without reason on March 31, 1989. Robin Robertson applied for a third round of employment with MAET in 2009. He completed the interview process for a Videographer/Editor position on January 3, 2009. He was denied the position on March 30, 2009.

Robertson filed a complaint with the Equal Employment Opportunity Commission on May 1, 2009 alleging a violation of Age Discrimination in Employment Act of 1967 based upon the following reasons:

- “A less qualified younger person was selected for the position.”
- “I was qualified for the position; however, I was not selected I have 36 years of experience as a Videographer Editor.”

2. *Names of Complainant and other persons involved.*

- a. Robin B. Robertson, Complainant
- b. Marie Antoon, former Executive Director
- c. Darryl Moses, former Director of Production
- d. John Lanford, at the time, Director of Videographer Production

3. *Date complaint was filed.* May 1, 2009

4. *Court or agency before which it was resolved.* United States Equal Employment Opportunity Commission, Jackson Area Office

5. *File or Case Number.* EEOC Charge No.: 423-2009-01431

6. *Disposition.* MAET filed a response to the U.S. Equal Employment Opportunity Commission's request for information and documentation on June 8, 2009, which resolved the charge. Marie Antoon, Executive Director at the time, filed a statement regarding each allegation of the charge with additional information and supporting documentation deemed to be relevant. Antoon also provided the “DEMO REEL,” for the

charging party and for the applicant that was hired for the position in question demonstrating why the other candidate was preferred by the interview committee.

Section 3(f) EEO Policy Implementation/Dissemination

MAET utilizes a variety of approaches to inform applicants, employees and supervisors/managers of the EEO Policy and Program. The approaches used for each group and responsibilities of each group are outlined below.

I. APPLICANTS

For every job applicant to MAET, there are ample opportunities for the applicant to be exposed to MAET's EEO Policy. How an applicant learns of the job opening dictates how an applicant might first be informed of MAET's EEO policy. Every printed job posting contains the EEO statement at the bottom of the advertisement, whether in print or on the internet.

Applicants who research MAET via the internet will find the EEO/FCC policy located near the bottom of the main page at www.mpbonline.org. An interested applicant who delves further into our website will also learn of the EEO policy under the "Quick Links" section on the About Page. There, the MAET Policy Handbook is available, a link to the most recent EEO Report and a link to the Mississippi State Personnel Board. Selecting the "MAET Policy Handbook" link will reveal the Policy Handbook where the EEO Policy is outlined on Page 27. The third place an applicant might learn of the EEO Policy is via the Careers page. An applicant who clicks on the "Careers" link from the Home page or from the About page will be taken to a page where one can find out about employment opportunities or internships. The Internship Application is available online and informs the potential intern of MAET's EEO Policy on the application. On the Employment Opportunities page, which is a subpage of Careers, an EEO statement is available and another link to our EEO Public File Report is displayed. Finally, on the About page there is a link to the Mississippi State Personnel Board's webpage which also states that agencies of the state of Mississippi are equal employment opportunity employers.

If an applicant requests a hard copy of the State of Mississippi's job application, the application is sent with an attached "How to Apply for a Job with MPB (MAET)" document, which includes the EEO Policy.

The interview process at MAET is comprised of a diverse group of employees. Further, all applicants are asked the same pre-approved, non-discriminatory questions that MAET calls the "interview plan." The applicants are informed at the beginning of the interview of the EEO Policy and told about the interview plan with a description of its purpose. A representative from the Human Resources Department sits in with all interviews in order to assist, answer any questions from applicants regarding the EEO Policy, and to serve as educational support to supervisors looking to fill a vacancy.

II. EMPLOYEES

Employees are continually exposed to and informed of MAET's EEO Policy through a variety of mediums, including (1) website, (2) posters, (3) agency newsletters, (4) ongoing training, (5) job postings, (6) MAET Policy Handbook (7) Mississippi State Personnel Board *State Employee Handbook*, and (8) resources from former training sessions such as PowerPoints and handouts that remain on the agency intranet, clearly labeled and accessible by all employees.

Once an applicant becomes an employee, he/she is almost immediately reminded of MAET's EEO Policy during the Employee Orientation that occurs within the first two (2) weeks of employment. The employee is given a copy of MAET's Policy Handbook containing sections regarding equal employment opportunity. The employee is also given a copy of the Mississippi State Personnel Board's *State Employee Handbook* which contains an equal employment opportunity statement at the beginning.

MAET utilizes a variety of methods to continually inform and remind employees of MAET's EEO Policy including (1) website, (2) posters, (3) agency newsletters, (4) ongoing training and (5) job postings distributed to personnel. As outlined above in Section I, the EEO Policy is prominently and numerous found throughout the agency's website. The agency displays current *Equal Employment Opportunity* posters in four (4) separate conspicuous places throughout the agency. When an employment position becomes available, the job announcement is also distributed via email to all personnel and prominently displayed on bulletin boards throughout the agency. MAET's EEO Policy can be found on those announcements. In addition, the in-house attorney at MAET writes a section titled "Know Your Rights" in the inter-agency monthly newsletter. There, employees are given a brief synopsis of an issue related to discrimination. The agency also has a designated Equal Employment Opportunity Commission representative. The current employee fulfilling this role is in a management position serving as the Director of Accounting. A notice is posted at four (4) separate conspicuous places in the agency informing employees of this EEO representative.

The area in which MAET firmly reiterates its EEO Policy is through ongoing mandatory staff training. Below outlines the training that took place during the relevant period.

A. September 27, 2011 - Sensitivity Training/Title VII

All staff members attended a mandatory seminar titled Sensitivity Training held on Tuesday, September 27, 2011, from 3:00 p.m. until 5:00 p.m. The choice was made to label the training "Sensitivity Training," but the subject matter was Title VII of the Civil Rights Act of 1964 with particular focus on discrimination and the varied forms it may take in the workplace. The seminar content consisted of general policy against sexual harassment, sensitivity training, workplace bullying and professionalism. MAET contracted with The Counseling Center for our Employee Assistance Program, and Criss Lott, Ph.D. was the representative who conducted the seminar.

B. November 19, 2009 – Title VII and Compliance Training

A three (3) hour mandatory Title VII and Compliance Training was held on November 19, 2009, in the MAET auditorium. This training was conducted by a current state attorney. The topics covered included, but were not limited to, age discrimination, the Americans with Disabilities Act (ADA), religious discrimination, harassment, sexual harassment, and retaliation.

C. January 20 and January 21, 2009 – Equal Employment Opportunity

A day and a half mandatory training session for MAET Supervisors was held at the Library Commission. Instructors included former state human resources directors, a state training specialist from the State Personnel Board and a current state attorney. Topics included, but were not limited to, EEO issues, correct documentation procedures, performance reviews along with employee feedback opportunities and due process. A thorough discussion of the legal implications involved was also included.

D. October 22 and October 23, 2008 – Equal Employment Opportunity

A day and a half mandatory training session for MAET Supervisors was held at the Library Commission. Instructors included former state human resources directors, a state training specialist from the State Personnel Board and a current state attorney. Topics included, but were not limited to, EEO issues, correct documentation procedures, performance reviews along with employee feedback opportunities and due process. A thorough discussion of the legal implications involved was also included.

E. March 2006 – Appropriate Hiring Practices and Procedures

The agency's Human Resources Department conducted a two hour seminar on the appropriate hiring practices and procedures in March 2006. This seminar was mandatory for all supervisors. The materials used in this seminar were made available to all staff members via the agency's intranet and remain as a resource accessible at any time by employees. The Human Resources Department also distributed to managers a "Behavioral Interviewing Guide" commissioned by the Mississippi State Personnel Board. This comprehensive guide contains appropriate example questions and a chapter on employment law. The Behavioral Interviewing Guide can be found at www.mspb.ms.gov.

F. Ongoing – Basic Supervisory Course

All supervisors are required to attend the Basic Supervisory Course provided by the Mississippi Personnel Board. A description and those supervisors who attended this course during the relevant period are located in the Training Section of this report under the response to Section (d). In this week long course, an entire day is devoted to instructing attendees on the overview of state government coupled with the legal rights and responsibilities. This day is taught by a current state attorney.

III. MANAGEMENT/SUPERVISORS

All of the resources/instructional opportunities available to employees and applicants are also available to management/supervisors. The ways in which managers are further educated include (1) weekly meetings, (2) email reminders, (3) counseling with Human Resources Director, (4) counseling with in-house attorney, (4) review of interview plan prior to beginning the interview process, and (5) mandatory attendance to the Basic Supervisory Course.

Each week members of the Management Team meet with the Executive Director of the agency. These informal weekly meetings have in the past included discussions on the EEO policy, hiring practices, contract worker selection, and the dismissal process, among others. Present in that weekly meeting are the Human Resources Director and Deputy Director of Support Services, a licensed attorney.

All supervisors are informed of the EEO Policy by the Human Resources Director prior to beginning the hiring process for vacant positions. They are informed through conversations, emails, PowerPoint presentations and handouts. It should be noted that for every application that is received by the agency, the race, sex and age are redacted from the application by the Human Resources Department. Each applicant is initially reviewed with the supervisor having no knowledge as to the gender, race or age of the applicant.

As outlined above under Section I, all applicants are interviewed by a diverse group of employees – labeled the “interview committee.” It is the supervisor’s responsibility to draft the interview questions. The interview questions are then reviewed by his or her immediate supervisor. All of this takes place under the careful watch of the Human Resources Director and if necessary, with consultation from the Deputy Director of Support Services. All interviewees are evaluated according to the specific questions asked of each applicant and criteria determined and outlined on the Interview Plan prior to any interviews taking place.

As outlined in Section II (f) above, any person who supervises at least one (1) other individual is required to attend the Basic Supervisory Course. In this week long course, an entire day is devoted to instructing attendees on the overview of state government coupled with the legal rights and responsibilities. This day is taught by a current state attorney.

Section 3(g) EEO Program Analysis

Each year, the MAET regularly reviews its EEO Program to assure that it is effective and to address any problems found as a result of such analysis.

Toward that end, as detailed in the responses to Questions 3(f) and 3(h) of the Commission's audit letter, MAET has developed an exhaustive program establishing management responsibilities, providing for broad dissemination of the agency's EEO policies and program and developing nondiscriminatory measures governing all facets of hiring and employment. Further, as set forth in the Annual EEO Public File Reports submitted herewith, the licensee among other things engages in a variety of outreach initiatives, including: (1) circulation of many job vacancy announcements to historically black universities, a minority-owned newspaper and other trade associations with significant minority membership; (2) an extensive internship program that effectively introduces young people to the broadcast business and potential future employment; (3) listing of upper-level positions in job banks or newsletters of a media trade group with a broad-based membership, including participation of women and minorities; (4) participation in job fairs which are designed to publicize employment opportunities in the broadcast industry generally and at MAET in particular; (5) co-sponsoring of a job fair; (6) training program for management-level personnel as to methods of ensuring equal employment opportunity and preventing discrimination; and (7) training programs designed to enable employees to acquire skills to qualify for higher-level positions.

Ultimately, a key indicator of the effectiveness of MAET's EEO recruitment program is analysis of the number of women and minorities hired and promoted. Since June 1, 2004, MAET has hired seventy-two (72) new employees. Of these new hires, thirty percent (30%) were minorities and forty-six percent (46%) were women. Since June 1, 2004, MAET has promoted fifty-five (55) employees. Of these promotions, thirty-nine percent (39%) were minorities and thirty-two percent (32%) were women. It may also be noted that two of the past three Executive Directors have been women and the current Executive Director is an African American man. By any measure, MAET's EEO program is generating a diverse pool of qualified applicants and the agency's record of hiring and promotions attests to the effectiveness of its EEO program.

While MAET is proud of the accomplishments of its EEO program during the current license term, in the course of one of its reviews, it discovered one regrettable omission in its normal process of job vacancy circulation that occurred during the period covered by the licensee's 2010-2011 Annual EEO Public File Report. In particular, the review revealed that while vacancies for a majority of vacancies opening during this period were subject to broad use of recruitment sources, the licensee relied exclusively on agency website posting to publicize a job vacancy in the case of several searches commenced during this period. The licensee promptly remedied the issue upon discovering the problem, and it may be noted that, with the exception of the hiring for a single vacancy that was commenced during the 2010-2011 reporting period but filled during the 2011-2012 reporting period, all vacancies reported in the 2011-2012 Annual EEO Public File Report were subject to appropriate outreach.

MAET is continually striving to strengthen its EEO Program through ongoing training of supervisors, consultation with the Attorney General's Office for the State of Mississippi and Continued Legal Education of the Deputy Director of Support Services in the area of employment law. The recruitment program is reviewed every year, and any necessary changes are made to improve it.

Section (h) Review of Employment Practices

Each year, the EEO Program at MAET receives improvements, additions, experiences growth and overall becomes a more effective program.

As mentioned previously in this response, MAET is an agency of the State of Mississippi. As such, its hiring practices and procedures are largely controlled by the Mississippi State Personnel Board (MSPB). Attached for your reference is a statement from the MSPB published in the State Employee Handbook. The MSPB, with the authority of the state legislature, establishes pay, benefits, seniority practices, promotions practices, and selection techniques all of which are designed to provide equal employment opportunity to applicants and employees alike. MSPB no longer conducts tests for any positions available at MAET.

MAET is allowed some degree of freedom within the policies set forth by the MSPB. Those areas include promotions, selection techniques, and testing. In promotions, MAET determines who will be promoted. Often, however, promotions occur as a result of an open competitive process whereby the selected candidate is a current employee who proves to be the most qualified candidate for the position. Sometimes, on the other hand, deserving employees are promoted through what the MSPB terms a "non-competitive promotion." Nevertheless, most of these non-competitive promotions are still subject to MSPB approval, as are almost all other appointments. The only positions not subject to the approval of the MSPB are non-state service positions, all of which are upper management positions.

MAET is proud of its rate of promotions. Since June 1, 2004, MAET has promoted fifty-five (55) employees. Of these thirty-nine percent (39%) were minorities and thirty-two percent (32%) were women. MAET believes these numbers demonstrate that its efforts to ensure and promote an equal opportunity workplace are effective.

As it relates to selection techniques, MAET is allowed to determine its own selection techniques though this freedom is primarily limited to its method of conducting interviews. In 2003, MAET implemented an obligatory practice - the interview committee. Each committee formed for the purpose of interviewing potential candidates must be diverse in race and gender as well as include a member outside of the division in which the open position resides. While many of the agency's positions are highly technical in nature, MAET desires to attract and hire individuals with broad interests and strong interpersonal skills, along with experience. MAET believes that a diverse interview committee is the best tool for identifying these candidates. All applications go through the Human Resources Department where they are forwarded to the supervisor with the EEO information blacked out. The supervisor screens the applications, and the candidates with the most qualified experience are interviewed. The recommended candidate must be approved by the MSPB in order to be hired.

Finally, MAET occasionally conducts tests as part of the interview process. These tests have been limited to positions in its News and Public Affairs and Communications departments. These tests are conducted to determine the writing, editing, and reporting abilities of the candidates. These tests serve merely as additional criteria by which to judge the candidates' overall abilities and aptitude. Also, on most Production positions, MAET requests the candidate

submit their portfolio or demo reel in order to determine their level and quality of experience. This is a standard industry practice for production, and one we feel is necessary prior to hiring for this highly creative position.